

INSTRUCTIONS FOR RENEWAL FORM

- All certified New Hampshire educators who are not employed by a New Hampshire School District or a private school covered by a Professional Development Master Plan, are required to submit evidence of satisfactory professional development. If you are employed by a NH School District or in a NH Non-Public School covered by a Professional Development Master Plan and have a current NH credential DO NOT use this form. Please contact the Professional Development Committee within your school.
- Complete the renewal form listing dates, number of hours, completed, the title of activity and sponsoring organization. If documented, job embedded professional development is acceptable. Sign the form. Ten percent of the files submitted for recertification will be audited. If you are selected for an audit you will be required to provide verification of completion of the professional development listed on the renewal form. See Professional Development Requirements for the listing of acceptable professional development activities.
- Send in completed form and a check with the processing fee of \$130.00
Make check payable to Treasure State of NH.
- If you need assistance with the recertification process please contact Rilma Nickerson at (603) 271-3873 or rnickerson@ed.state.nh.us.



STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
Director of Program Support
Bureau of Credentialing
101 Pleasant Street, Concord, NH 03301
Phone: 603-271-2408 Fax: 603-271-4134

Certification Renewal Form for Educators Not Employed under a Master Plan

PAYMENT: Make checks payable to Treasurer State of NH. The address listed above.

Please Print or Type: * required fields

*Teacher # _____ or Social Security Number _____ - _____ - _____

Name: _____
* Last Name * First Name * MI * Maiden

* Mailing Address

* City

* State

* Zip

* Telephone number

Alternative Telephone

* Email Address

PLEASE CIRCLE APPROPRIATE ANSWERS

1. * Have you ever been convicted of a felony? Yes No
YES, ATTACH EXPLANATION
2. * Have you ever had a teaching credential revoked? Yes No
IF YES, ATTACH EXPLANATION
- 3a. Are you: (check one) Hispanic or Latino? ___ No, not Hispanic or Latino ___ Yes, Hispanic or Latino
- 3b. What is your race?: (Choose one or more)
___ American Indian or Alaska Native ___ Asian ___ Black or African American
___ Native Hawaiian or Other Pacific Islander ___ White

NOTE: The General Special Education/Early Childhood Special Education endorsement must be maintained in order to renew a categorical area (Emotional and Behavioral Disabilities, Specific Learning Disabilities, Intellectual and Developmental Disabilities and Physical and Health Disabilities)

Check boxes that apply:

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I **DO NOT** wish to renew this endorsement(s) from my list: _____

Educator's Signature

Date

PLEASE NOTE: United States Postal Mail will NOT be forwarded if your address changes after we receive this form. You must notify us of your new address, and/or change of name. Credentials will NOT be mailed to your place of employment.

Please fill in the areas below listing activities completed to meet the recertification requirements- if you need more space attach extra paper.

There is a non-refundable \$130.00 renewal fee. Make check payable to the TREASURER STATE OF NEW HAMPSHIRE.

PLEASE NOTE: you may be contacted to provide verification and documentation of completion of these activities.

A – Knowledge of subject or field of specialization (30 continuing education units specific to <u>each</u> endorsement area)		
Date(s)	#of Hours	Activity Title and Name of Organization
B. 45 Continuing Education Units aligned with Ed 505.07		
Date(s)	#of Hours	Activity Title and Name of Organization
Reflection (or self-evaluation) on the goals met during your 3-year recertification cycle.		

PLEASE NOTE: you may be contacted to provide verification and documentation of completion of these activities at a later date.

PLEASE BE SURE TO UPDATE YOUR MAILING ADDRESS WITH THE BUREAU OF CREDENTIALING. STATE MAIL IS NOT FORWARDED, IF AN OUTDATED ADDRESS IS USED THE CORRESPONDENCE IS RETURNED TO THE DEPARTMENT OF EDUCATION.

Send completed renewal form and renewal fee to:
NH Department of Education
Division of Program Support
Bureau of Credentialing
101 Pleasant Street
Concord, NH. 03301

Ed 505.07 Professional Education Competency Requirements

The candidate shall demonstrate professional judgment based upon the following knowledge, skills, and dispositions. The candidate:

1. Believes that all students can achieve at high levels, shows respect for their varied talents and perspectives, and persists in helping all students achieve success.
2. Understands and keeps abreast of the central and tools of inquiry of the subject areas taught, appreciating the ever-changing nature of knowledge. The central concepts of a subject area include: a. information and issues relating to the subject area. b. Themes and generalizations pertaining to the subject area.
3. Creates meaningful learning experiences based upon knowledge of and enthusiasm for the subject matter, the students, the community, local curricula, and state curriculum frameworks.
4. Understands how students learn and develop and provides opportunities that support their cognitive, linguistic, creative, social, moral, emotional, and physical development.
5. Understands and identifies differences in students' approaches to learning and designs instruction that is responsive to their diverse needs.
6. Values and is fluent in a variety of instructional strategies and chooses appropriately from them to encourage and enhance students' thinking, learning, and skilled use of knowledge.
7. Creates a challenging, dynamic, and safe classroom and school community that: a) is sensitive to the full range of student diversity; b) encourages openness, tolerance, respect, caring, collaboration, and self-motivation; c) emphasizes both individual and collective responsibility; and d) fosters a concern for social justice.
8. Demonstrates proficient oral, written, and nonverbal communication and promotes the development of these skills in students.
9. Understands and uses multiple formal and informal strategies to continually assess student learning and uses that information to modify and design instruction and to communicate students' progress to parents.
10. Is a reflective practitioner who continually evaluates the effects of his or her choices and actions on students, parents, and others in the school and community.
11. Uses a variety of resources to enhance his/her professional development as a scholar, teacher, and educational leader, including: a. professional literature; b. professional organizations; c. colleagues; and d. service opportunities.
12. Understands schools as complex organizations within a larger community and collaborates effectively with school staff, parents, and others to support students' learning and well being.
13. Evaluates and uses a variety of current technologies to enhance instruction and to advance students' technological literacy.
14. Shows a commitment to train new teachers and a willingness to actively work with and supervise interns.
15. Practice is based on a clear understanding of professional ethics and the legal rights and responsibilities of educators and students.

(Effective 7/24/03)